

OFFICE MANAGER/ADMINISTRATIVE ASSISTANT

Department: Building & Capital Projects
Division: Building & Capital Projects
Reports to: Building & Cap. Projects Director

Classification/Grade: 20
FLSA Status: Non-Exempt
Date Approved: _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under general supervision performs diversified administrative and organizational support for the Building & Capital Projects Department. Prepares prescribed materials and tasks necessary for the daily successful operation of the department. Performs related work as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodations.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Provide supervision to all department administrative staff.
3. Prepare correspondence and associated informational materials for the Building & Capital Projects Department, including transcription of letters, statements, agendas, narratives, purchase orders and statistical reports.
4. Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.
5. Perform performance evaluations.
6. Assist in bid openings and management of Capital Projects. This includes contract creation, noticing, tracking, and amendments.
7. Prepare agenda items for the City, Regional Flood Control, Regional Transportation Commission, and others as required.
8. Submit and administer Purchase Orders.
9. Arrange and calendar meetings for the Building and Capital Projects Department.
10. Screen phone calls by furnishing information requested, taking messages, referring caller or resolving problem or complaints. Accurately distribute correspondence and other communications received, receive inquiries and concerns on behalf of the Building & Capital Projects Director.
11. Attend Staff Meetings as well as any other meeting assigned by Building Official.
12. Recommend and assist in the implementation of goals and objectives; establish schedules and methods; implement policies and procedures.
13. Act as custodian of the Department's policy and procedure manual for the purpose of amending, canceling, rescinding, or updating Department directives.
14. Prepare budget documents for Building Official approval.
15. Prepare monthly billings and follow up for payments due.
16. Receive and process invoices from Building & Capital Projects Department.
17. Receive and process seminar information from Building & Capital Projects employees.
18. Prepare monthly reports to Regional Flood Control, Regional Transportation Commission, U.S. Census Bureau, Desert Conservation Program, and others as required.
19. Maintain organizational files and records.

20. Be dependable and meet acceptable attendance requirements at all times.
21. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- B. Attend various meetings in the absence of the Building & Capital Projects Director.
- C. Preparation and typing of press releases pertaining to activities by the department.
- D. Receive monies using Caselle software program.
- E. Perform other related duties as assigned.

QUALIFICATIONS:

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Modern office procedures, methods and computer equipment, programs, applications and uses.
- English usage, spelling, grammar and punctuation and business letter writing and basic report preparation techniques.
- Public relations.
- Inter-agency cooperation.
- Customer service needs and delivery.
- Supervisory principles, practices and methods.
- Organization, procedures and operating details of a municipal government.
- Interpret and apply administrative and department policies and procedures.
- Establish and maintain effective working relationships and customer service levels throughout the course of every day business.

Ability to:

- Operate and use modern office equipment including computer and computer programs.
- Analyze a situation and make sound recommendations and decisions.
- Perform multiple tasks against strict deadlines.
- Work independently and make routine decisions in the absence of supervision.
- Type accurately and at a speed necessary for successful job performance.
- Prepare and write a variety of reports, memoranda, correspondence and analyses.
- Work cooperatively with other departments, City officials and outside agencies.
- Communicate effectively, both orally and in writing.
- Analyze problems, evaluate alternatives and make creative recommendations.
- Prioritize project and complete project in a timely manner.

Experience, Education & Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or G.E.D equivalent. Associate degree in business administration, public administration or related field preferred.

Experience: At least three years business experience of a clerical nature and 2 years as supervisor.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid driver's license.

WORKING CONDITIONS:

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Physical exertion is present due to occasional bending, twisting, reaching, standing, walking and stooping. Must be able to handle stressful situations and must carry/lift/push or pull loads of up to 25lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & Approved July 08
Revised & Approved September 09 (Dr. License)